



London Museum Development Digital Futures Grant

Guidance for applicants

Closing date for applications: 5 pm Friday 30 June 2017

London Museum Development is pleased to announce a funding programme for 2017 - 18 to support the museums in their use of digital technologies. The programme is funded by Arts Council England through the London Museum Development programme.

The objectives of the Digital Futures funding programmes are:

- To build capacity within the sector, around the use of digital technologies and digital based projects
- To support, and help facilitate, the development of the use of digital technologies within the sector
- To ensure that investment in digital technologies makes a genuine contribution to supporting, sustaining and widening public access to museums and their collections
- To support innovative projects within the sector, with their digital elements
- To support the training and development of staff with their use of digital technologies within their institution

A total grant fund of £4,000 is available. The grants, each to a maximum of **£500.00**, are available to support projects that have been prioritised by your museum.

What sort of projects will be supported?

We are looking for projects which have clearly identified, cost effective ways to incorporate digital technologies into their institution. Be it in their general practice or through specific projects or exhibitions.

These small grants could be used to:

Purchase equipment or materials to assist with eg:

- An exhibition which would benefit from digital technologies, i.e. tablet devices, interactive screens
- A specific project which would benefit from digital technologies, i.e. a scanner for a digitisation project, a camera to photograph collections
- A piece of equipment which would aid digital based activities, i.e. a tablet to help run a museum's social media platforms, Raspberry Pis to help with learning sessions

Cost of a specialist to aid with digital projects, needs or training eg:

- A trainer to give specific training, not directly covered by the London Museum Development team, i.e. Google Analytics
- Funds towards the cost of a website redevelopment

What we can't fund:

- Any proportion of regular staff salaries or backfill costs. However, freelance/consultant staff costs will be eligible
- The acquisition of items for collections
- Publications and research

- Any project started before the applicants have been notified of the outcome of their applications

Who is eligible?

Grants are available to non-national, non-major-partner museums that are Accredited or actively working towards Accreditation. Grants are not available to archives or libraries unless part of an eligible museum and are not available to national collections.

To be eligible for a grant, applicant museums:

- Must be located within the 32 London Boroughs or the City of London
- Must be Accredited or be actively working towards Accreditation.

Applications received after the stated closing date will not be considered.

Museums should make their applications on the accompanying application form. Applications will be greatly enhanced where reports or specialist advice indicate a need for the work

What happens once I've submitted my application?

All applicants will be notified of the outcome of their application within two weeks of the application deadline.

Successful applicants will be sent a formal offer letter and be required to sign a memorandum of agreement accepting specified funding conditions.

All grants will be awarded at the end of the project. If the final project costs are lower than those stated in the original application then the value of the award will be reduced proportionally. Successful applicants will be asked to submit a brief report at the conclusion of the project.

All projects to be completed with reports, grant claim forms and supporting invoices to be submitted by **5 pm on Friday 15 December 2017**.

Notification to Applicants:

For further information or pre-application advice contact the London Museum Development team via the email address below. Please put the name of the grant you are applying for into the subject header:

MDGrants@museumoflondon.org.uk

The London Museum Development Team London Museum Development
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Tel: 020 7001 9831

<https://www.museumoflondon.org.uk/supporting-london-museums/specialist-support/contact-team>